



City of Saint Charles Employment Opportunity

Job Title	Community Service Project Specialist
Department	Police Department
Posting Date	November 2, 2009
Closing Date for Resumes/Applications	Preferred by November 12, 2009. Posting will remain open until the position is filled
Grade Level & Starting Pay	Grade 8, \$19.6908 hourly/ equivalent to \$40,956.86 annually
Exempt/Non-exempt	Non-Exempt
Status	Full-time (position authorization in process)

The City of Saint Charles is recruiting for Community Service Project Specialist to perform tasks and duties associated with crime analysis and police community services. This position reports to the Chief / Deputy Chief of Police.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned. The successful applicants will:

- Develop the capability to internally identify emergent crime patterns and series. Analyzes these tactical activities and contributes to intervention efforts.
- Develop the capability to internally measure and forecast long-term public safety related activity, as well as the capability to analyze this activity for the purpose of contributing to problem solving, intervention, and reduction efforts.
- Write, edit, design, layout and produce various reports, including Comp Stat and other reports.
- Act as liaison to, organize and schedule the St. Charles Citizens' Police Academies, Neighborhood Watch, Night Out, Scout Night and act as a liaison for various city sponsored events.
- Supervise Police volunteers.
- Coordinate and conduct programs and meetings in accordance with the Department's mission.
- Research, apply, and assist with the administration of grants that will enhance police community services.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree preferred accompanied with one to two years experience in public relations, communication, crime analyst or information or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Computer skills in Adobe Suite, Microsoft Suite, GIS software application and Pen Link desired. All applicants must have a valid driver's license.

Contact Information

Interested applicants should submit a resume or application to: The City of Saint Charles Human Resources Department, Suite 301, 200 North Second Street, Saint Charles, MO 63301. Hours of operation are Monday through Friday 8:00 am to 5:00 pm.

Employment applications can also be downloaded from the City's website and faxed to Human Resources at 636-940-4606. Website address for the employment application is: www.stcharlescitemo.gov

The City of Saint Charles is an Equal Opportunity Employer and participates in E-Verify